

**INDIANA
WORKFORCE
DEVELOPMENT**



TO: Administrative Office Managers and Supervisors

FROM: Chuck R. Martindale
Deputy Commissioner/Controller

DATE: April 9, 2003

SUBJECT: DWD Policy 2002-26
Mail Distribution

RE: All funding sources administered by DWD

Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
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Purpose: To inform all departments of the revised distribution list for Mail Services

Rescission: DWD Communication 2001-04 / July 27,2001

Content:

In order to facilitate the proper distribution of all communications the Distribution List portion of the Request for Printing Services, DWD Form 2811, [(State Form 39141 (R6/7-01)], annotated as *OTHER*, has been revised to include: Program Directors, Fiscal Agents, WIB Chair, All DWD Staff, All Managers & Supervisors, WIB Director, Administrative Office Managers & Supervisors, Field Office Managers and WIB Chief Elected Official. When official DWD Communications are to be issued to any of these groups the author must ensure that they are properly listed in the "TO" line of the memo. This provides direction to the DWD Communications Coordinator regarding distribution.

Effective Date: Immediately

Review Date: April 9, 2005

Ownership: DWD Office Services

Action: Please inform all staff who request Mail Services or create DWD Communications of the contents of this memo. Current forms should be destroyed. The revised version can be ordered from Stock Services.